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COLLEGE AND REFERENCE
SECTION

Preliminary Report of the Committee on
College and University Library
Statistics

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**COMMITTEE ON COLLEGE AND UNIVERSITY
LIBRARY STATISTICS**

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Preliminary Report of the Committee on College and University Library Statistics

BY THEODORE W. KOCH, CHAIRMAN

At the Narragansett Pier meeting of the College and Reference Section, a paper was read by Mr. James T. Gerould, Librarian of the University of Minnesota, in which he advocated the collecting of statistics relating to questions in regard to the administration of college and university libraries. (See *Library Journal*, November, 1906, p. 761-763.) The aim of such work was to give the college and university librarians of the country the benefit of the experience of their colleagues, to furnish the librarians of the neglected and backward libraries with facts and precedents which might help them to get larger appropriations and more assistants. A committee was appointed to draft a circular of inquiry, and to submit a report at the next meeting of the Section, based on the data secured.

A blank form for the recording of such facts as seemed to be of the greatest interest was sent to a selected list of one hundred college and university libraries. Up to date, replies have been received from eighty of these, and from the latter I have attempted to gather a few facts of general interest.

The replies themselves are here for your study and investigation, and anyone who has a special administrative problem may be able to draw some help from the statements of other librarians on the matter in question.

All that I can do this evening is to present to you a composite picture of the American college and university library. Let me begin then by saying that the average collegiate library is housed in its own building, or to be more specific, fifty out of the eighty institutions in question have separate library buildings.

Planning the Building. In planning the library buildings, the librarian was consulted in only twenty-three cases. In fourteen instances he was wholly ignored or his suggestions were not given full weight. In half a dozen instances the building was planned when there was no regular librarian.

One librarian reports that he was consulted, but that his suggestions were not considered by the architect until it was too late to benefit by them; another that when appointed he was consulted but that the plan was to a great extent fixed by that time. Still another was consulted only in regard to the furnishings, but not in regard to the building. In the building of the original part of one college library the librarian was not consulted, but when the addition was made to it ten years later he was taken into the counsel of the wise. So in the case of a college where a new library is being built (Oberlin.)

Stacks. Of the libraries having stacks, nine have used in part or whole the Art Metal Construction Company's stack, nine have installed various styles of Library Bureau stacks, three the Stikeman, two the Snead, two the Westervelt, and one the Fenton. Three have homemade stacks where gas-piping is used for the standards, and four have stacks patterned after the original Harvard stack of 1876. Special designs and locally planned stacks are used in three or four other libraries.

Income. Twenty-five librarians make no report as to the income of their libraries; if we are allowed to draw inferences from other statements made in regard to these libraries I should say that the incomes must be among

the smallest. Of those reporting incomes for books and administration

Four	have less than	\$500
Eight	have between	1,000 and \$2,000
Five	" "	2,000 " 3,000
Three	" "	3,000 " 5,000
Eighteen	" "	5,000 " 10,000
Ten	" "	10,000 " 20,000
Three	" "	20,000 " 30,000
Four	" "	30,000 " 40,000

Four report incomes of \$40,000 or more and two other libraries not heard from are believed to have incomes in this neighborhood. From the replies received it is impossible to make any statement as to what proportion of these incomes usually goes for books and what for administration.

The relation of library income to the total income of the institution averages about one to twenty. Some thirty libraries have endowments, varying from small funds for the purchase of books along special lines to generous provision for the increase and administration of the library. One librarian confesses to not knowing what the income of his library is, nor how much is spent per year for books, periodicals, binding, etc. This is not a case of failure to answer, but a definite reply of "don't know" to each of these queries. Another librarian says that he has "no idea" of how much has been spent for books. Still another, who has recently gone to a western state university, says: "The business management of this library is so poor that it would be impossible to give any data that would be reliable. The librarian knows no more of the financial affairs of the library than he knows about athletics or the chemistry department."

Book Funds. The book funds of thirty libraries are apportioned among the different departments of instruction by library committees, but in several of these cases the matter of final adjustment is left to the librarian. In two other instances the allotment is left to the librarian, after advising with members of the faculty, and a third librarian says that after this year this method of procedure will be followed in his institution. In three

colleges the division of library funds is made by the president and librarian, and in two other institutions by the president alone. In four cases the apportionment is made by the trustees or regents, and in one state university the matter is decided by the legislature. The current needs of the departments are said to be the deciding factors in five universities, but the replies fail to say who passes judgment upon these needs. In four institutions the total amount is divided equally among the different departments, and in five other places there is no formal allotment. One librarian reports that the library funds are allotted by the president and board of regents and then spent by them for other purposes!

Supply of Popular Books. A dozen libraries attempt to supply both faculty and students with fiction or popular books for general reading, while fifteen more report that they do this to a very limited extent, some only when such reading falls in with the work of the English department. The answer in most cases was a decided "no," in one instance coupled with an expressed sigh of regret. With some college libraries, such provision is not necessary owing to their situation in towns or cities where there are good public libraries.

Library Fee. Only one out of every four libraries charges a library fee, which varies from \$1.00 to \$15.00 per year. In some cases a library fee is charged, but the library does not get it directly; in other cases it figures as an incidental in the term bill or is added to the yearly fees. The question arises as to whether the payment of a library fee is not apt to make the student feel that he owns the library.

Librarian. Forty-five librarians have seats in the faculty, while one more says that he "might have," were he so minded. Twenty-one have the advantage of the sabbatical system. Several others think they might have but have not tested it, and in a few cases librarians have had leave of absence with pay.

The librarian is recognized in the pension or retirement system of fifteen academic institutions, and three come under the Carnegie Foundation. One librarian is

uninformed on this point as he writes that he "has not yet reached the pension age."

Twenty-nine give instruction. Of these twenty-two offer courses in bibliography or library economy, and the other seven give instruction in different lines. A few have occasional classes or have had in previous years, but for various reasons have not this year.

Twenty-six librarians have power to dismiss and appoint subordinates; nine others have power to do it with consent of the Library Committee, while others have only partial power or the right of recommendation.

Nine librarians confess to buying no books on their own initiative, but one of them qualifies this statement by adding that this holds true only in theory. Twenty-five confine their purchases to reference works, bibliography and books of general interest, fifteen buy in all classes, half a dozen buy in classes not covered by the departments of instruction. One loyal member of the A. L. A. limits herself to "A. L. A. publications." Whether this refers to the books in the A. L. A. lists is not clear.

Library Committee. Only ten of the libraries are without faculty library committees. The librarian of one of the largest university libraries in the country confesses to having had one meeting of the library committee shortly after taking office, eight years ago, after which the committee adjourned *sine die*. Another librarian confessed (not in these reports) to having allowed six years to lapse without calling a meeting of the library committee, and I know of still another who uniformly congratulates the individual members of the committee upon their election, but adds that he does not think that he will call a meeting that year. Many librarians, however, recognize the value of having a library committee as a safeguard against too importunate book-agents or professors. Requests with which the librarian does not sympathize, purchases of which he does not approve, and other matters which he might find difficult to treat with a categoric "yes" or "no" can be so easily "referred to the committee."

Assistants. Thirty librarians train their own assistants, and sixty-two make use of student help. More than half of the librarians making use of student help find it both economical and satisfactory.

Thirty-eight librarians allow their staff a weekly half holiday, two allow one day off per week, and two do so during vacation.

Vacations. Some librarians take no regular vacation and only rest when they are tired; a score of them take the full college vacation, and at least two absent themselves for four months each summer. One month is allowed the staff by nineteen libraries, six weeks by ten libraries, and from two to three months by half a dozen libraries.

Binding and Printing. Only two university libraries report binderies, Michigan and Princeton. Columbia gilds and repairs books in the library but does not bind them. California reports one as in prospect, Oklahoma expects to put one in next year and Syracuse may equip one in the new building. Michigan and Princeton are also the only two libraries equipped with printing presses.

Orders and Accessions. The office records and business methods recorded are about as diverse as the number of librarians reporting. Of the eighty blanks examined, seventy-three reported some kind of an accessions book in use. Fifty-three of these libraries use the Library Bureau accession books. The "Standard" is the favored pattern, although the "Condensed" is a close second. Five libraries report a modified form of the L. B. book, one of the five using sheets, ruled and marked like the pages of a book, which are bound into volumes. Other libraries use record books or folios devised for local conditions, some of which are reported as unsatisfactory. One college expresses a suspicion that the accession book is superfluous where an official catalogue is kept, while five libraries do not use such a book. For full descriptions of the substitutes for an accessions book used by Harvard and the other libraries, allow me to refer you to the files of the "Library Journal" and "Public Libraries."

In addition to the accessions records thirty-seven libraries report some kind of an order file. For the most part the order cards are filed as outstanding orders and later as orders filled. Others file the order sheets, while several libraries keep both the sheets and the cards. Only eight libraries report letter files and only six a bill file. Other records noted are the periodical list, continuation list, gift list, binding list, shelf list, supply list. Four keep a file of quotations and desiderata but only one reports an exchange list.

It is difficult to give a review of the bookkeeping methods of these eighty libraries, or rather the thirty-two who endeavored to explain their systems. In many cases the actual records are kept in the general office of the institution and the librarian keeps only a day book or a card index record of bills, and dealers' accounts. When there are various funds to be watched and different departmental accounts to be kept, a loose leaf ledger or system of large cards seems to be preferred although several keep such accounts in an ordinary ledger.

Forty-five libraries report that they have a regular agent for American books, while twenty-five say that they have no such agent. Thirteen libraries purchase their foreign books through foreign agents, while forty-one avail themselves of the services of some agent here in America. Seventeen libraries buy their imported books partly through foreign agents and partly through American houses. The librarians in thirty-five cases are allowed the privilege of selecting the buying agents, in six cases the library committee makes the decision, while only one library seems compelled to advertise for bids in order to receive the best service.

Catalogues. The replies in regard to cataloguing were not altogether satisfactory, partly owing to a misunderstanding of the question concerning the form of the catalogue. Under this head some described the style of catalogue case and others the kind of cards used. One librarian said that his was a decimal catalogue. Thirty-two report dictionary catalogues as contrasted with thirteen author and subject and four classed catalogues.

Several author and subject catalogues are being converted into the dictionary form. Library of Congress cards are used more or less in forty-five of the libraries and A. L. A. cards in forty-two of them. Fourteen report having an official catalogue as contrasted with forty-five who definitely state that they do not have such an adjunct to the equipment. Nineteen report departmental catalogues as contrasted with thirty-three who confess to being without them. Half a dozen libraries have departmental catalogues to some extent, while a few others have either begun making them or expect to do so in the near future.

Reference Library. Forty of the libraries have separate reference collections, of which about a fourth are changeable. Fifty-six have free access to the shelves, but of these nearly half might be classed as small colleges where the problems are different from those in large universities. The average annual loss reported from the reference collection is six volumes, and twenty-eight from the general shelves.

Thirty-five of these libraries have an annual inventory; eight more have a biennial stocktaking, covering one-half of the library each year, and others vary from semi-annual to triennial, while a few have not had any for five years or more. Two libraries have a continuous inventory going on constantly. New books and recent accessions are exhibited in fifty-four libraries, and in all but three cases students have access to these exhibition shelves.

In twenty-four institutions lectures are given primarily for the benefit of new students. Some of these lectures form regular courses in bibliography. In a few libraries freshmen have been taken around in groups and the use of the catalogue and of the standard reference books explained to them.

Loans. It is interesting to note that all the libraries on the list loan books to all students, with but one qualification where a written permit is required, without which the student can borrow books only for over night.

There is a great range in the system of fines in vogue. Five libraries charge students one cent a day for books

overdue, twenty-three charge two cents, two charge three cents, fifteen charge five cents, while one charges twenty cents a day. For failure to return "over night" reserved books on time ten libraries have a fine of twenty-five cents, while others charge so much per hour or fraction thereof, varying from five cents per hour to twenty-five cents per quarter hour.

Sixteen libraries claim to restrict faculty loans, although they give no details as to their methods of curbing the inordinately prolonged loans and securing the return of the volumes to the library.

Periodicals. Thirty-seven libraries have separate periodical rooms. Forty-four librarians consider "Poole sets" of great value in reference work with students; eleven intend to fill out the list as far as possible, and twenty-eight to do so partially. Fifty-three libraries take on an average a dozen newspapers each, of which they bind two or three.

Seminary Collections and Departmental Libraries. Thirty-two libraries have seminary rooms in the library building, six rooms on the average. Only six libraries have special custodians for these rooms. In addition to this equipment several of the libraries have study rooms for advanced students.

In a score of institutions the books in the seminary collections are not duplicated in the main collection, while in about the same number they are duplicated to a small extent. Two librarians report that the books are frequently duplicated and two others that duplication is the rule.

Departmental libraries are in nearly all cases cared for by the departments concerned, after the books have been purchased, accessioned and catalogued in the main library. In some instances a special instructor is detailed to look after the library, while in a few institutions the department clerk or stenographer is responsible for the books.

Janitor Service. The janitor question is a vexed one in many institutions and for various reasons, one of which is that this functionary is sometimes not responsible to the librarian but to the superintendent of build-

ings. A score of libraries rejoice in the possession of the full time of one janitor, four of two janitors and one of three janitors, but in the latter case the janitors return all books to the shelves, put in book plates, paste on tags, etc. Of course most library janitors do more or less messenger service, packing, and minor repairs, but under the latter head one librarian lists electric light wiring, fixing the telephone, etc. Stanford University employs Japanese boys as janitors, Mills College has two Chinese women for the service, while many small college libraries have students take care of the building. In most cases the cost of the janitor service is not separable from the cost of the maintenance of the buildings. The score of libraries which list the cost of janitor service as a separate item, spend on it an average of \$600 per year.

Salaries. In lieu of any special report at this time on the amount paid for salaries in college and university libraries, I beg leave to quote from the *Nation* of Dec. 13, 1906, p. 510:

"The following table, made up from the reports submitted to the Department of Education at Albany, shows the number of volumes in each of the more important of the university and college libraries in this State, the amount spent for books and the amount paid for salaries during the last year for which reports are at hand:

Institution.	No. vols. in library.	Annual amount for b'ks.	Annual amount for sal.
Columbia University.....	375,525	\$28,052	\$56,389
Cornell University.....	311,897	18,368	14,485
New York University (gen. library) ..	56,078	1,318	1,397
Syracuse University.....	54,177	2,191	3,547
Vassar College.....	50,276	4,845	3,228
Hamilton College.....	45,333	956	1,000
Colgate University.....	45,298	2,798
Hobart College.....	43,799	916	1,240
Rochester University.....	42,048	1,956	1,260
Union College.....	38,490	701	825
College of City of New York.....	36,481	2,053	2,250
Alfred University.....	19,421	1,235	710
St. Lawrence University.....	15,710	99	275
Wells College.....	12,188	2,045	1,075
Elmira Female College.....	6,280	50	300

Outside of Columbia and Cornell, which are in a class quite by themselves, the largest sum spent per year for books (inclusive of periodicals and bindings) is \$4,845, and the largest amount paid for salaries of library staff is \$3,547, while such old and well-known institutions as Hamilton and Union spend respectively \$956 and \$701 for books, and \$1,000 and \$825 for salaries. Many small and obscure village libraries in the State are receiving better support than this. Including Columbia and Cornell, the total amount spent by the fifteen libraries named above was \$67,587 for books and \$67,981 for salaries. The former of these items is less by \$20,000 than the amount spent for the same purpose by the Brooklyn Public Library; while the total salaries paid is less by \$4,000 than the amount paid in the New York State Library alone; it is less than half that paid in the Brooklyn Public Library, and less than one-third the amount paid in the Boston Public Library. A comparison of the figures in the above table with those submitted by the athletic committees of the institutionse named, would be instructive."

The results of a special investigation in regard to Sunday opening of college and university libraries is appended to this report.

In conclusion the Committee asks that it be continued another year. Meanwhile we would call the attention of librarians to the fact that we have had a duplicate copy of these replies made which can be borrowed by any librarian who may wish to make a particular study of the questions covered.

NAME	SUNDAY HOURS	SUNDAY OPEN-ING INSTITUTED	AVERAGE ATTEND'NCE	COST APART FROM LIGHT AND HEAT
BOWDOIN COLLEGE.....	1:30- 4:00 P. M. 2:00-11:00 P. M.	1900 1895	No record 81	One assistant \$2.25 \$1.75
BROWN UNIVERSITY.....	2:00-10:00 P. M.	About 1896	No record	
BRYN MAWR COLLEGE.....	3:00- 6:00 P. M.	1904	No record	
BUTLER COLLEGE	1:30- 5:30 P. M.	1895	No record	
DARTMOUTH COLLEGE.....	1:00- 5:30 P. M.	1880	\$5.00	
HARVARD COLLEGE	8:00- 9:00 A. M.	Many years ago		
HOLY CROSS COLLEGE	1:30- 6:00 P. M.	About 1882	Very slight	
LEHIGH UNIVERSITY.....	8:00 A. M.-10:00 P. M.	1903	535	
Louisiana STATE UNIVERSITY	10:00 A. M.- 1:30 P. M.	About 1875	40 to 50	Practically nothing
MICHIGAN STATE AGRICULTURAL COLLEGE.....	12:00-1:00 P. M. 2:30-6:00 P. M.	1905	About 150	Practically nothing
MOUNT HOLYOKE COLLEGE	2:00- 4:00 P. M.	1905	100	½ more than week day
OHIO UNIVERSITY, ATHENS	3:00-10:00 P. M.	1899	90	Very slight
PENNSYLVANIA STATE COLLEGE	1:30- 5:00 P. M.	1905	Average 40	Practically nothing
PURDUE UNIVERSITY	8:00 A. M.-10:00 P. M.	Many years ago	30 to 50	No extra expense
SWARTHMORE COLLEGE	7:30-10:00 P. M.	1900	Small	63c
TRINITY COLLEGE, HARTFORD	10:00 A. M.- 4:00 P. M.	1905	50	\$2.00
UNIVERSITY OF CALIFORNIA	2:00- 6:00 P. M.	1907	30	\$2.00
UNIVERSITY OF ILLINOIS.....	2:30- 5:30 P. M.	1904	30	No extra expense
UNIVERSITY OF MAINE.....	2:00- 5:00 P. M.	1898	20	75c
UNIVERSITY OF MISSOURI	2:30- 3:45 P. M.	1897	50 to 75	Practically nothing
UNIVERSITY OF NORTH CAROLINA	2:00- 5:00 P. M.	1905	20 to 30	50c
UNIVERSITY OF NORTH DAKOTA	2:00- 4:00 P. M.	Many years ago	No record	40c
UNIVERSITY OF VERMONT.....	2:30- 5:00 P. M.	1887	About 50	Practically nothing
VASSAR COLLEGE	9:00-11:00 A. M. 2:00-6:00 P. M.	1891	20	60c
WELLESLEY COLLEGE.....	Always open	1866	No record	No extra expense
WELLS COLLEGE.....	2:00- 5:00 P. M.	1898	About 50	\$2.00
WEST VIRGINIA UNIVERSITY.....	2:00- 5:25 P. M.	1893	No record	One attendant
WILLIAMS COLLEGE				

Statements from College Librarians, Who, While Not Having Sunday Opening, Favor It.

INDIANA UNIVERSITY:

"We are much interested in the question of Sunday opening and shall probably take it up."

OBERLIN:

"I have rather expected that there would have developed, before now, a demand for Sunday opening, and, when such demand comes, we shall meet it, I imagine."

SIMMONS COLLEGE:

"I thoroughly believe in Sunday opening, but as more than three quarters of our students live out of town it has not seemed necessary, as yet, to keep our library open on that day. Just as soon as the need arises we shall do so."

UNIVERSITY OF ALABAMA:

"We do not open our library on Sundays, but are considering the advisability of doing so another year."

UNIVERSITY OF GEORGIA:

"It is our intention to ask the Board of Trustees to provide for the opening of the library here for three hours on Sunday afternoons: for reading and reference."

UNIVERSITY OF IDAHO:

"It is probable that it would have been open both evenings and Sunday afternoons this year, had it not been for the fire which destroyed our library about a year ago."

UNIVERSITY OF MICHIGAN:

"We are planning to ask the Board of Regents to authorize Sunday opening for the next year, feeling sure that many of our four thousand students who have lectures and recitations throughout the week, would appreciate the privilege of doing some cultural reading in the library on Sunday afternoons."

UNIVERSITY OF MINNESOTA:

"I believe in keeping the library open just as many hours out of the year as possible, and while I do not think that we shall have Sunday opening immediately, I am quite sure that it will come."

OHIO STATE UNIVERSITY:

"When a new building makes it possible, we will undoubtedly have the periodical and general literature departments open on Sunday afternoons."

UNIVERSITY OF OKLAHOMA:

"We are considering the matter."

UNIVERSITY OF WISCONSIN:

"Theoretically, I believe that we ought to be open Sunday afternoons and possibly Sunday evenings, but owing to the arrangement of our library I am not at all sure how it would work with us. . . . My own feeling for some time has been that we must come, sooner or later, to Sunday opening."



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